

DOCTORAL STUDIES AT
THE FACULTY OF
PSYCHOLOGY AND
EDUCATIONAL SCIENCES

OVERVIEW

IMPORTANT: In response to the COVID-19 pandemic the doctoral schools have taken several measures. These measures are not integrated in this document as they change over time. You find all information on the measures: <https://www.ugent.be/doctoralschools/en/doctoraltraining/courses/folder-ds-response-covid19/ds-response-covid19>

This instruction manual provides the major guidelines for doctoral students and supervisors about:

1. the first enrolment for the doctorate
2. the annual re-enrolment for the doctorate
3. the Doctoral Training Programme
4. changes to the enrolment for the doctorate
5. the faculty research day
6. doctoral advisory committee
7. submission of the doctoral dissertation and the doctoral examination

This document is not a replacement for the Faculty's doctoral regulations which can be found here: https://www.ugent.be/pp/nl/diensten/decanaat/procedures-afspraken-reglementen/doctoral_regulations.pdf

More information about the Faculty's doctoral regulations, the data management plan and the calendar of the Faculty can be found on <https://www.ugent.be/pp/nl/diensten/decanaat/procedures-afspraken-reglementen>.

General information about doctoral research at the Faculty of Psychology and Educational Sciences (FPPW) can be found on <https://www.ugent.be/pp/en/research>.

General information about doctoral research at Ghent University (e.g. Doctoral Training Program, doctoral examination) can be found <https://www.ugent.be/en/research/doctoralresearch>.

Information on education and the examination code (general and additional rules for the FPPW) can be found on <https://www.ugent.be/student/nl/studeren/regelgeving/overzicht.htm>.

Reports of the Doctoral Committee, the Scientific Research Committee and the Faculty Board meetings (Dutch only) can be found on <https://docs.ugent.be>

This instruction manual was made by and for PhD-students and their supervisors. If you find errors, lack of clarity or have suggestions to improve this document, please do not hesitate to send an e-mail to doctoraat.pp@ugent.be

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1 FIRST ENROLMENT FOR THE DOCTORATE

1.1 Basic procedure

The first enrolment procedure for the doctorate in the FPPW goes through Oasis and is initiated by the main supervisor.

Further information and OASIS can be found on:

<https://www.ugent.be/intranet/nl/op-het-werk/onderzoek-onderwijs/onderzoek/registratie-nieuwe-doctoraatskandidaten>

The following points of interest must be specified:

- Information about the supervisor (an active member of the professional staff of the FPPW) is provided and – if applicable – about the co-supervisor (postdoctoral re-searchers can only act as co-supervisor if they have at least three years of post-doctoral experience)
- A doctoral advisory committee is proposed. Regulations about the members of the doctoral advisory committee can be found in Article 5 of the Faculty's doctoral regulations.
- The language in which the doctoral dissertation will be written, is specified. Normally, the doctoral dissertation is written in Dutch or in English. If the doctoral student wishes to write the dissertation in a language other than Dutch or English, a motivated request should be included in the application form

After initiation by the main supervisor, the doctoral student must complete the application by uploading a description of the doctoral research proposal of about one page and if necessary a passport copy.

Once completed, the faculty Doctoral Committee discusses and advises the application, upon which the Faculty Board decides about the application to the first enrolment.

Upon the advice of the faculty Doctoral Committee, the Faculty Board then decides about the application to the first enrolment. When permission is not granted, the Faculty Board will request that the application is amended before it is taken up into a future Faculty Board meeting. When permission is granted, the student should then register as soon as possible for the Doctoral Training Programme (Section 3).

1.2 Joint doctorate

Doctoral students under the joint supervision of Ghent University and one or several other partner institutions must follow the procedures as described in Section 1.1. The procedure can be found on <https://www.ugent.be/en/research/doctoralresearch/enrolment-doctorate/joint-phd>.

1.3 Interdisciplinary doctorate

A combined degree for an interdisciplinary doctorate is only allowed for combinations of minimum two existing degrees at Ghent University. Doctoral students should have one supervisor for each discipline that is involved and the interdisciplinary nature of the doctoral project should be motivated. After successful completion a degree 'Doctor of [degree/discipline A] and of [degree/discipline B]' will be awarded. In the case of an interdisciplinary doctorate, the requirements for the Doctoral Training Programme are established in consultation with the Faculty (or Faculties) concerned.

Detailed information about the interdisciplinary doctorate procedure can be found on <https://www.ugent.be/en/research/doctoralresearch/enrolment-doctorate/interdisciplinaryphd.htm>.

2 ANNUAL RE-ENROLMENT FOR THE DOCTORATE

Regardless of their type of funding or type of appointment, each doctoral student is required to re-enrol for the doctorate and Doctoral Training Programme every academic year, until the doctoral dissertation has successfully been defended. Doctoral students can only enrol for the doctoral examination if they have already been re-enrolled for the doctorate and the Doctoral Training Programme.

The re-enrolment procedure contains two steps: 1) completing the annual progress report and 2) re-enrolment through OASIS.

1. Annual progress report: Between April 1st and June 30th, each doctoral student has to upload and submit the annual progress report. An approved progress report is a prerequisite for the activation of the online re-enrolment for the Doctoral Training Program and for the doctorate for the next academic year. For technical guidelines on how to complete this re-port, please consult the Guidelines for submitting the annual progress report¹. Once the doctoral student has submitted, the supervisor will need to approve the progress report and the Doctoral Schools Coordination Unit will check whether all requirements to the doctoral student's curriculum have been fulfilled. Next, the doctoral student will be notified by Email whether the status of his/her curriculum is 'approved'. Only then, the doctoral student will be able to re-enrol online, simultaneously for the doctorate and the Doctoral Training Program.
2. Re-enrolment through OASIS: You can re-enrol for an unlimited number of times, as long as your progress report from the previous academic year has been approved. Detailed in-formation about the re-enrolment through OASIS can be found on the dedicated UGent webpage². The tuition fee for the re-enrolment for the doctorate and Doctoral Training Program is €0 (free of charge).

Table 1 - Summary of steps in re-enrolment procedure

Steps	Actions to be taken	By whom	When
1. Annual progress report	Complete and upload annual progress report through OASIS	Student	Between April 1 st and June 30 th
	Approve annual progress report	Supervisor & doctoral advisory committee	

¹ <https://www.ugent.be/doctoralschools/en/doctoraltraining/yourcurriculum/annual-submission.htm>

² <https://www.ugent.be/en/research/doctoralresearch/enrolment-doctorate/re-enrolment.htm>

2. Re-enrolment	Re-enrol through OASIS	Student	Between 15 June and 1 October
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3 THE DOCTORAL TRAINING PROGRAMME

After approval by the Faculty Board, the doctoral student gets automatically enrolled for the Doctoral Training Programme. More specifically, the doctoral student, the supervisor and the co-supervisor (if applicable) need to fill in the form “First enrolment for the doctorate and the Doctoral Training Programme”¹ and provide the completed form to the Faculty Education Services Psychology and Educational Sciences (FDO). When confirmed by e-mail, the doctoral student can pick up the form at the FDO and deliver it to the Central Student Administration (Ufo-building, Sint-Pietersnieuwstraat 33, 9000 Ghent, Belgium). Students that obtained their master’s programme degree at Ghent University during the past academic year can send the form to doctoraat@ugent.be. Other doctoral students need to hand over their form to the Central Student Administration at the Ufo-building (more information can be found at <https://www.ugent.be/en/research/doctoralresearch/enrolment-doctorate#EnrolmentasPhDstudent>).

Although doctoral students do not have to enrol before the start of the academic year as for the regular programs, it is advised to complete the registration immediately after the approval by the Faculty Board. The amount of the tuition fee for the first enrolment for the doctorate and Doctoral Training Program can be found on <https://www.ugent.be/current-students/en/administration/tuition/tuitiondoctorate.htm>. The final step in the first enrolment procedure is to edit the curriculum of the doctoral training program in OASIS (<https://oasis.ugent.be>).

After the first enrolment, the Doctoral Training Programme is mandatory for every doctoral student of the FPPW. Specific requirements about the Doctoral Training Programme at the FPPW can be found in Article 7 of the Faculty’s doctoral regulations².

Detailed information about the Doctoral Training Program can be found on the website of the Doctoral Schools: <https://www.ugent.be/doctoralschools/en/doctoraltraining>.

3.1 For holders of a relevant master’s degree issued by a Flemish University

All doctoral students who hold a master’s degree corresponding with the PhD degree they are pursuing (e.g. doctoral students preparing a doctorate in psychology who hold a Master’s degree in psychology) issued by a Flemish university are obliged to follow a compulsory Doctoral Training Programme with a minimum set of activities and courses. The compulsory programme consists of at least:

1. Four research-related activities

¹ <https://www.ugent.be/nl/onderzoek/doctoreren/administratie/forms/firstenrolmentphd.pdf>

² https://www.ugent.be/pp/nl/diensten/decanaat/procedures-afspraken-reglementen/doctoral_regulations.pdf

2. Three specialized courses
3. Three transferable skills courses
4. Annual progress report
5. The doctoral defence

Detailed information about the content and requirements of the courses and activities can be found in Article 7, §1 of the Faculty's doctoral regulations¹. A catalogue of all the courses organized by the Doctoral School of Social and Behavioral Sciences can be found at the course catalogue webpage².

In general, the doctoral student needs to conduct two or three administrative steps for each course: 1) course registration; 2) application for course recognition (if applicable); 3) submission of the annual progress report and curriculum update.

1. *Course registration*: For each course, it is mandatory to register. The registrations are often on a first come first served base until the maximal number of participants is reached. Therefore, it is recommended to register as soon as possible. More information on the registration procedure can be found at the registration and recognition webpage of the Doctoral Schools³.
2. *Application for course recognition (if applicable)*: All courses that are not organized by the Ghent University Doctoral Schools can only be included in the Doctoral Training Programme if the course meets the quality requirements defined by the Doctoral Schools. Therefore, doctoral students should always apply for recognition. The application for recognition must be submitted at least two months prior to the start of the course. To apply for recognition of a specialized course or a transferable skills course, the doctoral student must submit a motivated request through the registration and recognition webpage of the Doctoral Schools³. Information on how to apply for recognition of specialized courses and transferable skills courses that are not organized by the Doctoral School, on how to apply for recognition of Master, subsequent master, doctoral training courses (regular course units) at Ghent University or another university can be found at the registration and recognition webpage of the Doctoral Schools³.
3. *Annual progress report and curriculum update*: Each year, between April 1st and June 30th, the doctoral student is required to submit an annual progress report through OASIS. Next to the progress report, the doctoral student must also edit his curriculum, i.e. indicate which courses he attended and add proof of successful participation if applicable. A detailed overview on how to submit the annual progress report and how to edit the curriculum can be found at guidelines for submitting the annual progress report webpage⁴. Information on which proof to provide for each course can be found at the registration and recognition procedures webpage⁵.

¹ https://www.ugent.be/pp/nl/diensten/decaaat/procedures-afspraken-reglementen/doctoral_regulations.pdf

² <https://www.ugent.be/doctoralschools/en/doctoraltraining/courses/courses.htm>

³ <https://www.ugent.be/doctoralschools/en/doctoraltraining/courses/registrationrecognition/overview.htm>

⁴ <https://www.ugent.be/doctoralschools/en/doctoraltraining/yourcurriculum/annual-submission.htm>

⁵ <https://www.ugent.be/doctoralschools/en/doctoraltraining/courses/registrationrecognition/overview.htm>

At the end of the doctoral study, the doctoral student must submit his or her final progress report through OASIS at least 20 working days before the meeting of the Faculty Board. An appraisal committee consisting of the Director of the Doctoral School and the members of the doctoral advisory committee judges the value of the full Doctoral Training Programme except for the doctoral defence. This appraisal occurs prior to the deadline of the meeting of the Faculty Board at which the doctoral dissertation will be submitted. The decision of the appraisal committee is communicated by the chair to the Dean, the Dean's office, FDO, the supervisor and the doctoral student.

Table 2 - Summary steps to complete doctoral school courses

Steps	Actions to be taken	By whom	When
1. Course registration	Register following the procedure: <ul style="list-style-type: none"> – on the course webpage (DS course) – of the course organizers (non-DS course) – or through OASIS (regular course unit) 	Student	After the first enrolment, as soon as registration opens (limited number of attendants)
2. Application for course recognition (if applicable)	Submit a motivated request through the registration and recognition webpage ¹	Student	Two months prior to the start of the course
3. Annual progress report and curriculum update	Submit annual progress report through OASIS	Student	Each year, between April 1 st and June 30 th
	Edit curriculum and add proof of participation in courses through OASIS	Student	
	Approve annual progress report	Supervisor & doctoral advisory committee	
4. Final progress report	Submit final progress report through OASIS	Student	At the end of the doctoral study, but minimally 20 working days before the meeting of the Faculty Board
	Edit final curriculum and add proof of participation in courses through OASIS	Student	

¹ <https://www.ugent.be/doctoralschools/en/doctoraltraining/courses/registrationrecognition/overview.htm>

	Appraisal of the final progress report and curriculum	Supervisor, doctoral advisory committee & Director of the Doctoral School	at which the doctoral dissertation will be submitted
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3.2 For holders of a relevant master's degree issued by a non-Flemish University

All doctoral students who hold a master's degree corresponding with the PhD degree they are pursuing (e.g. doctoral students preparing a doctorate in educational sciences who hold a Master's degree in educational sciences) issued by a non-Flemish university are obliged to follow the compulsory Doctoral Training Programme as described in section 3.1.

Upon the advice of the faculty Doctoral Committee about the application for the first enrolment, the Faculty Board decides whether the regular specialist courses (see section 3.1) need to be extended with mandatory regular courses up to a maximum of 27 ECTS credits. Within two months after the Faculty Board's decision the doctoral advisory committee decides about the mandatory regular courses in consultation with the doctoral student. The regular courses that a doctoral student has chosen, must be registered through the appropriate form which is available on the Doctoral Schools' website. In addition, this programme is mailed to the chair of the doctoral committee (doctoraat.pp@ugent.be) by the supervisor.

Table 3 - Summary of steps to select the extended mandatory regular courses

Steps	Actions to be taken	By whom	When
1. Decision extended courses	Apply for approval of the first enrolment by the FPPW (see section 1)	Student & supervisor	
	Faculty Board decides whether the regular specialist courses need to be extended	Faculty Board	
2. Course selection (only if Faculty Board decides that extended courses are needed).	Selection of the mandatory courses the doctoral student wants to attend.	Student	Within two months after the Faculty Board's decision whether extended mandatory courses are needed.
	Approval of the selected mandatory regular courses	Doctoral advisory committee	

	Registration of the courses on the Doctoral Schools website	Student	
	Communication of the selected courses to the chair of the doctoral committee (doctoraat.pp@ugent.be).	Supervisor	

3.3 For holders of a non-relevant master's degree

All doctoral students who do not hold a master's degree corresponding with the PhD degree they are pursuing, are obliged to follow the compulsory Doctoral Training Programme as described in section 3.1.

For all doctoral students who do not hold a relevant master's degree, the regular specialist courses (see section 3.1) are extended with mandatory regular courses for a total of 27 ECTS credits. For doctoral students preparing a doctorate in social welfare studies who hold a master's degree in educational sciences, the specialist courses are extended with mandatory regular courses for a total of 15 ECTS credits. For doctoral students preparing a doctorate in educational sciences who hold a master's degree in social welfare studies Category 2 ("specialist courses") is extended with mandatory regular courses for a total of 15 ECTS credits. Within two months after the Faculty Board's decision for the first enrolment, the doctoral advisory committee decides about the mandatory regular courses in consultation with the doctoral student. The regular courses that a doctoral student has chosen, must be registered through the appropriate form which is available on the Doctoral Schools' website. In addition, this programme is mailed to the chair of the doctoral committee (doctoraat.pp@ugent.be) by the supervisor.

Table 4 - Summary of steps to select the extended mandatory regular courses

Steps	Actions to be taken	By whom	When
1. Course selection	Selection of the mandatory courses the doctoral student wants to attend.	Student	Within two months after the Faculty Board's decision for the first enrolment
	Approval of the selected mandatory regular courses	Doctoral advisory committee	
	Registration of the courses on the Doctoral Schools website	Student	
	Communication of the selected courses to the chair	Supervisor	

	of the doctoral committee (doctor-aat.pp@ugent.be).		
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3.4 Interdisciplinary doctorate

In the case of an interdisciplinary doctorate, the requirements for the Doctoral Training Programme are established in consultation with the Faculty (or Faculties) concerned.

4 CHANGES TO THE ENROLMENT FOR THE DOCTORATE

During the doctoral study, the doctoral student can request to make changes to the initial enrolment for the doctorate. Each of these changes have specific deadlines and require a motivation addressed to the chair of the doctoral committee.

1. The doctoral student can request to change the previously approved **title** of the doctoral dissertation by submitting in writing a motivated request to the chair of the doctoral committee. This request can be submitted at any time, until the last meeting of doctoral committee prior to the submission of the doctoral dissertation. This request is mailed to doctoraat.pp@ugent.be with the main supervisor and (if applicable) co-supervisor in cc.
2. The doctoral student can request to change the previously approved **(co-)supervisor** or any of the previously approved **members of the guidance committee** of the doctoral dissertation by submitting in writing a motivated request to the chair of the doctoral committee until three months prior to the submission of the doctoral dissertation. This request is mailed to doctoraat.pp@ugent.be, with the main supervisor and (if applicable) co-supervisor in cc.
3. To obtain permission to change the **language** in which the **doctoral dissertation** is written, the doctoral student must submit in writing a motivated request to the chair of the doctoral committee until three months prior to the submission of the doctoral dissertation who submits this request to the Faculty Board. This request is mailed to doctoraat.pp@ugent.be, with the main supervisor and (if applicable) co-supervisor in cc.
4. To obtain permission to hold the **public defence** in another **language** than Dutch or English, the doctoral student must submit in writing a motivated request to the chair of the doctoral committee at the latest when the doctoral dissertation is being submitted. This request is mailed to doctoraat.pp@ugent.be, with the main supervisor and (if applicable) co-supervisor in cc. The Faculty Board will examine the request.

Table 5 - Summary of steps for changes to the doctorate enrolment

Changes	Actions to be taken	By whom	When
Title PhD	Email a motivated request to the chair of the doctoral committee (supervisor in cc)	Student	Any time, until last meeting of doctoral committee prior to the submission of the doctoral dissertation

(co-)supervisor and guidance committee	Email a motivated request to the chair of the doctoral committee (supervisor in cc)	Student	Any time, until three months prior to the submission of the doctoral dissertation.
Language of dissertation			
Language of public defence			

5 FACULTY RESEARCH DAY (AKA “FACULTAIR INFOMOMENT ONDERZOEK”)

As a rule, within one year after obtaining from the Faculty Board permission for the first enrolment for a doctorate at the FPPW, the doctoral student must present his or her doctoral project to the members of the faculty during a poster presentation on one of the faculty research days. Every year, the dates of the faculty research days are specified in the faculty calendar¹ (search for “facultair infomoment onderzoek”). Registrations will be accepted until two weeks before the research day. For each session the registrations are on a first come first served base until the maximal number of posters (40) is reached. Doctoral students can check the poster session info page² to make sure there are still places available. Detailed instructions on the layout and content of the poster can also be found there.

Doctoral students should submit a request to present personally by means of a mail to cwo.pp@ugent.be. To be eligible, the following conditions must be met:

1. The doctoral student should be officially enrolled as a doctoral student for the current academic year.
2. The doctoral student must have received prior approval from his/her doctoral advisory committee to present on the research day.
3. The supervisor should have submitted the doctoral advisory committee report in which it is stated that permission has been granted, to doctoraat.pp@ugent.be.
4. The admission should clearly state the exact research day on which the doctoral student wants to present as well as the date on which he or she received approval to present from the doctoral advisory committee.

¹ https://www.ugent.be/pp/nl/diensten/decaaat/facultairekalender_current

² <https://www.ugent.be/pp/en/research/research-day/overview.htm#Postersession>

Table 6 - Summary of steps in the research day registration procedure

Steps	Actions to be taken	By whom	When
1. Enrolment	First enrolment/re-enrolment for the doctorate (OASIS)	Student	Before submitting the request for presentation to the chair of the CWO (cwo.pp@ugent.be)
2. Prior approval for poster presentation	Present and discuss poster and DataManagementPlan in the doctoral advisory committee	Student	Before submitting the request for presentation to the chair of the CWO (cwo.pp@ugent.be)
	Get approval for poster presentation	Supervisor & doctoral advisory committee	
	Write doctoral advisory committee report	Supervisor	
	Submit doctoral advisory committee report to doctoraat.pp@ugent.be	Supervisor	
3. Request to present at the research day	Submit request to the chair of the CWO via cwo.pp@ugent.be	Student	Two weeks before the research day (be sure to check the dates)
4. Submitting	Submit poster and abstract to cwo.pp@ugent.be according to the instructions ¹ .	Student	One week before the research day

¹ <https://www.ugent.be/pp/en/research/research-day/overview.htm#Postersession>

6 DOCTORAL ADVISORY COMMITTEE

After every meeting of the doctoral advisory committee, a progress report is made. A copy of each report has to be mailed immediately to doctoraat.pp@ugent.be.

According to Article 16, §2 of the Faculty's doctoral regulations¹, doctoral students who obtained permission by the faculty to enrol for the doctorate after January 1st, 2015 must present a data management plan during the first or second meeting of the doctoral advisory committee. This data management plan must be submitted together with the report of the meeting of the doctoral advisory committee to doctoraat.pp@ugent.be.

According to Article 16, §3 of the Faculty's doctoral regulations doctoral students who obtained permission by the faculty to enrol for the doctorate after October 1, 2018 must include a data management plan in each progress report. The management plan must also be presented at every meeting of the doctoral advisory committee.

Detailed information on the Data Management Plan can be found on the dedicated faculty page².

7 SUBMISSION OF THE DOCTORAL DISSERTATION AND DOCTORAL EXAMINATION

The timeline in Table 7 offers doctoral students a chronological overview of the different actions they need to take to submit their dissertation. As some supervisors might prefer different timings for some of the actions in this timeline, it is advised to check this in advance. Furthermore, doctoral students must make sure that the most recent rules apply to their submission. Table 7 - Chronological overview

Event/steps	Actions to be taken	By whom	When	Points of concern
1. Pick the Faculty Board meeting for submitting the doctoral dissertation	Check the calendar of the Faculty for an overview of the Faculty Board Meetings	Student in consultation with supervisor	At least three months before submitting the dissertation via PLATO to the Faculty Board.	<ul style="list-style-type: none">– There are no Faculty Board Meetings between the start of July and mid-August.– The deadline for submitting the dissertation is always a day before the Faculty Board meeting, on Tuesday, before 12:00 a.m.–
2. Compose an Examination Board and schedule the defence dates	Supervisor probes potential members of the Examination Board	Supervisor	At least three months before submitting the dissertation to the Faculty Board	<p>An overview of the Examination Board composition rules can be found in the UGent regulations. Faculty rules on the composition of the Examination Board can be found in Article 14, §2 and §3 of the Faculty's doctoral regulations. In sum:</p> <ul style="list-style-type: none">– There are at least 5 and no more than 8 members with voting rights (including the chairman and secretary. Supervisor and co-supervisor have no voting rights)

¹ https://www.ugent.be/pp/nl/diensten/decaanaat/procedures-afspraken-reglementen/doctoral_regulations.pdf

² <http://www.ugent.be/pp/en/research/rdm/data-management-plan.htm>

Event/steps	Actions to be taken	By whom	When	Points of concern
				<ul style="list-style-type: none"> – At least 2 members with voting rights are not from the faculty, and at least one of them is not from the UGent. – At least half of the members with voting rights have the right to be a main PhD supervisor (not a co-supervisor) at their university. This may vary between countries. – The majority of the members are ZAP or postdoctoral researchers at the FPPW – No more than 2 members with voting rights are part of the same department – A member with voting rights can't be a (co-)author on an article that is included in the PhD – Gender balance – The Dean is the chair of the Examination Board or the Dean assigns another ZAP member (other than the supervisor) as the chair
	Contact the faculty research director (e-mail: geert.crombez@ugent.be) to: <ul style="list-style-type: none"> – schedule the Faculty Board meeting – motivate the selected members of the Examination Board – 	Supervisor		
	The Faculty research director <ul style="list-style-type: none"> - advices on the selected members of the Examination Board - searches chair of the examination board - initiates the submission procedure in PLATO 	Faculty research director		
	The chair of the examination board and the supervisor	Chair of examination board & supervisor		

Event/steps	Actions to be taken	By whom	When	Points of concern
	- look for a date for the first part of the doctoral examination and a date for the public defence			
	Check the availability of the members of the examination Board on the proposed days for the defence	Supervisor		
	Confirm defence dates to the chair of the examination board	Supervisor		
	Contact the faculty research director when proposal of members of the examination board changes	Supervisor		
	Book the room for the first part of the doctoral examination, the public defence and the catering.	Supervisor		Booking of room for the first part via http://www.pp58.ugent.be/reservaties/run/index.php?position=1x3x0
	All information about the organisation of the doctoral examinations (examination board, examination dates and rooms) is completed in PLATO	Supervisor	The latest, the deadline of the Faculty Board	The PLATO system stores all information about the organisation of the PhD submission. PLATO generates a final PhD proposal report that will be submitted to the Faculty Board. The PLATO system also coordinates the communication with the members of the examination board Please be sure that all information (also affiliation and email addresses) are correct https://plato.pp.ugent.be
	Check the informaton of the PhD submission in PLATO	Chair of the examination board	The latest, the deadline of the Faculty Board	https://plato.pp.ugent.be
3. Request final title change to the chair of	Ask for approval of the title change to all members of the	Student	Approval is needed before sending the	The title change needs to be approved by the Faculty Doctoral Committee.

Event/steps	Actions to be taken	By whom	When	Points of concern
the doctoral committee (if applicable)	doctoral advisory committee (by e-mail)		request to the chair of the doctoral committee	
	<p>Submit in writing a motivated request to the chair of the doctoral committee (doctoraat.pp@ugent.be). The written request contains at least:</p> <ul style="list-style-type: none"> – Original title – new title (in Dutch and English) – motivation for changing the title – proof of approval by doctoral advisory committee 	Student (supervisor in cc)	Any time, until last meeting of doctoral committee prior to the submission of the doctoral dissertation	Make sure you submit the written request to the chair of the doctoral committee (doctoraat.pp@ugent.be) one week before the Faculty Doctoral Committee meeting, as this is the deadline for providing items on the agenda of the Faculty Doctoral Committee meeting.
4. Get approval from the doctoral advisory committee	Send the different chapters of the doctoral dissertation to the members of the doctoral advisory committee.	Student	At least 3 weeks before the Faculty Board meeting, but 1.5 months is advised	<p>It is recommended to send the dissertation in 'chunks' to the members of the doctoral advisory committee. As such, the members have sufficient time to give high quality feedback; and the doctoral student has sufficient time to integrate the feedback in the dissertation. For example:</p> <ul style="list-style-type: none"> – Send empirical chapters and receive feedback: 3 weeks – Integrate feedback on the empirical chapters: 1 week – Send introduction/general discussion and receive feedback: 2 weeks – Integrate feedback on the introduction/general discussion and finalize dissertation: 2 weeks
	Receive approval letters of all members of the doctoral advisory committee, who have the opportunity to give detailed feedback, but are not obliged to do so.	All members of the doctoral advisory committee	Deadline: 1 week and 2 days before the Faculty Board meeting	

Event/steps	Actions to be taken	By whom	When	Points of concern
5. Complete your doctoral schools curriculum and final progress report	Complete your doctoral schools curriculum and submit it to the Doctoral Schools Board through OASIS	Student	At least 20 working days (but for the best and safety sooner) before submitting the dissertation to the Faculty Board	<ul style="list-style-type: none"> – Guidelines: http://www.ugent.be/doctoralschools/en/doctoraltraining/yourcurriculum/final-submission.htm – Check the regulations of the Doctoral Schools
6. Intention statement to submit the doctoral dissertation to the Faculty Board	Submit the following documents to the chair of the doctoral committee (doctoraat.pp@ugent.be): <ul style="list-style-type: none"> – all approval letters of the members of the Doctoral Advisory Committee (e-mails are eligible) – validate the PhD submission in Plato 	Student, supervisor and co-supervisor	At least 1 week and 1 day before the Faculty Board meeting, usually on a Tuesday before 12.00 a.m. (advised to do this sooner)	https://plato.pp.ugent.be
7. Submit the doctoral dissertation	Upload the PhD into Plato	Student	At least 1 day before the Faculty Board meeting, usually on a Tuesday before 5 p.m. (17:00) (advised to do this sooner)	https://plato.pp.ugent.be Make sure that: <ul style="list-style-type: none"> – the layout of the front cover is according to the style sheet (see https://www.ugent.be/pp/nl/diensten/decaanaat/procedures-afspraken-reglementen/cover_doctorate.dotx/at_download/file). – the title of the doctoral dissertation matches the last approved title <i>exactly</i> – the entire dissertation is submitted as a single PDF file – all data storage fact sheets and a Dutch and English summary are included.
8. Faculty Board	The Faculty Board approves the suggested Examination Board and suggested dates for the first	Faculty Board		

Event/steps	Actions to be taken	By whom	When	Points of concern
	part of the doctoral examination and public defence.			
	The Doctoral dissertation is sent to the members of the Examination Board (except for the supervisor and the co-supervisor(s)) with an invitation to send in their reviews approximately a week before the first part of the doctoral examination.	Dean's office		
	Student receives the reviews as written reports	Student	Approximately three days before the first part of the doctoral examination	
9. First part of the doctoral examination			As scheduled by the chair of the Examination Board, approximately 1-2 months after the Faculty Board meeting.	
10. Preparation of the public defence	Send out official invitation for the public defence using the standardized template	Student	a successful first part of the doctoral examination	
	Confirm the final number of guests for the catering	Supervisor	At least 10 days before the public defence.	

Event/steps	Actions to be taken	By whom	When	Points of concern
	Payment of the examination fee	Student	The doctoral student receives the payment invitation about one week after the first part of the doctoral examination	Payment is necessary to start the public defence. Information: https://www.ugent.be/student/en/administration/tuition/tuitiondoctorate.htm
11. Public defence		Student	as scheduled by the chair of the Examination Board, approximately 2-3 months after the Faculty Board meeting	
	Key for closing meeting room of the members of the examination board	supervisor		
12. Add doctoral dissertation to biblio	Add doctoral dissertation to biblio	Student	After the public defence	<ul style="list-style-type: none"> – Guidelines: https://biblio.ugent.be – Do this immediately after the public defence, as the supervisor's budget depends on it.
13. Add the data fact sheets to biblio	Add the data fact sheets to biblio	Student	While uploading the doctoral dissertation to biblio	Guidelines: https://www.ugent.be/pp/nl/onderzoek/rdm/dsfs-howto-upload